

Follow the same directions for 2018-19, using the 2018-19 folder on Tracdat

Please do not attempt to fill out the PDF online before downloading and saving it to your desktop.

Program Review New Template Form

- Step 1: Download PDF file
- Step 2: Save PDF file to your desktop and replace the word BLANK with the name of your program. (for example: 2018-2019_Program Review_ANTHROPOLOGY)
- Step 3: After you have saved the PDF file to your desktop you can now open it and begin typing in the document.

Retrieving Your Program Data

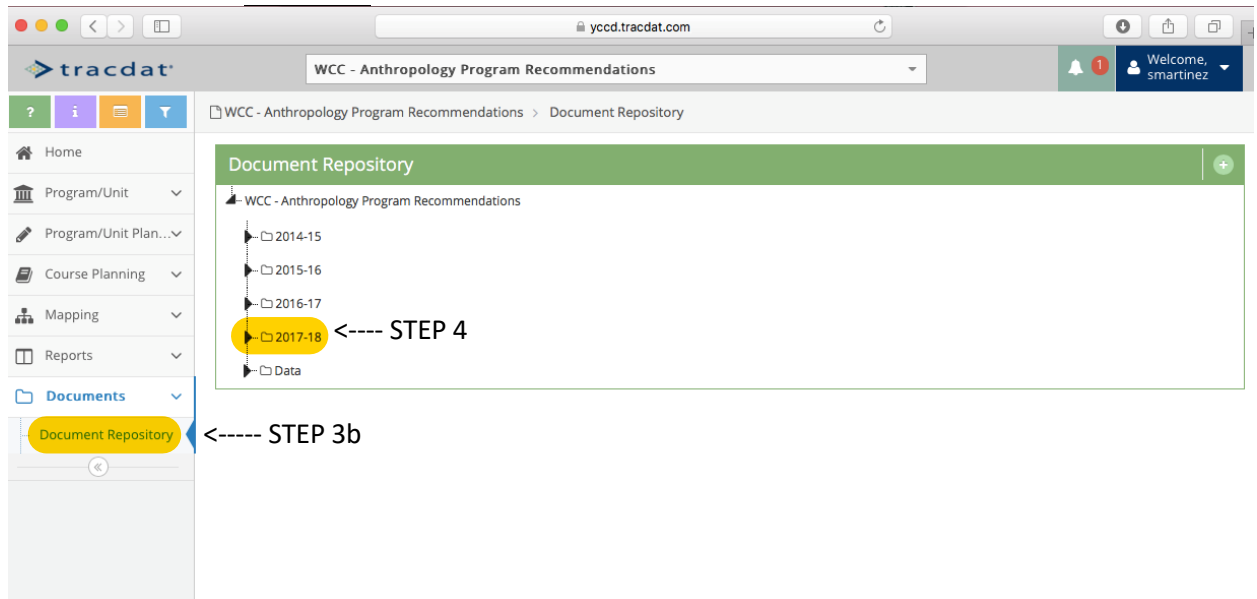
- Step 1: Log into TracDat (<https://yccd.tracdat.com/tracdat/>)
- Step 2: Select your program unit, followed by Program Recommendations (ex. ANTHRO “**PROGRAM RECOMMENDATIONS**”) at the very top box of the page.
- Step 3: Once you are on your program unit, select “Documents” followed by “Document Repository” on the left hand side list of options.

The screenshot shows the Tracdat web application interface. The browser address bar displays 'yccd.tracdat.com'. The page header includes the Tracdat logo, a yellow banner for 'WCC - Anthropology Program Recommendations', and a dropdown menu set to '<----STEP 2'. A user profile 'Welcome, smartinez' is visible in the top right. The left sidebar contains a navigation menu with options: Home, Program/Unit, Program/Unit Plan..., Course Planning, Mapping, Reports, and Documents. The 'Documents' option is highlighted with a yellow background. The main content area displays the 'Program/Unit Planning Summary' table.

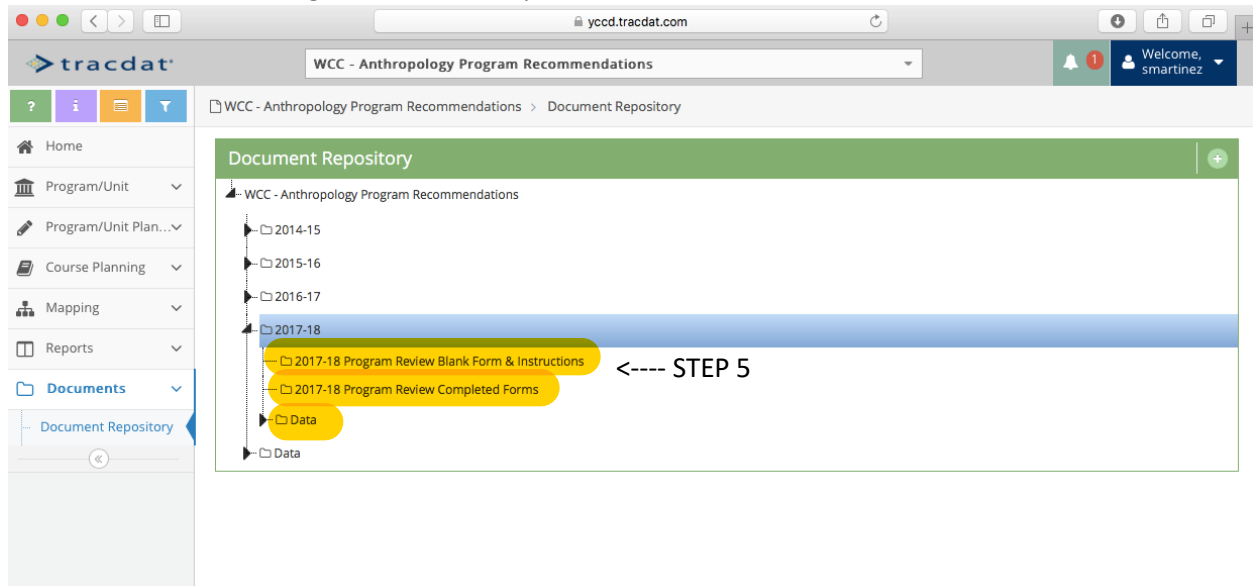
	Recommendations	Plan of Action	Status	Feedback	Follow-Up
✓	Support new curriculum and ADT in anthropology with appropriate instructional materials.	1	1	0	0

Below the table, the 'Documents' menu item is highlighted with a yellow background, and the text '<----STEP 3a' is visible next to it.

- Step 4: Click on the **2018-2019** Folder.

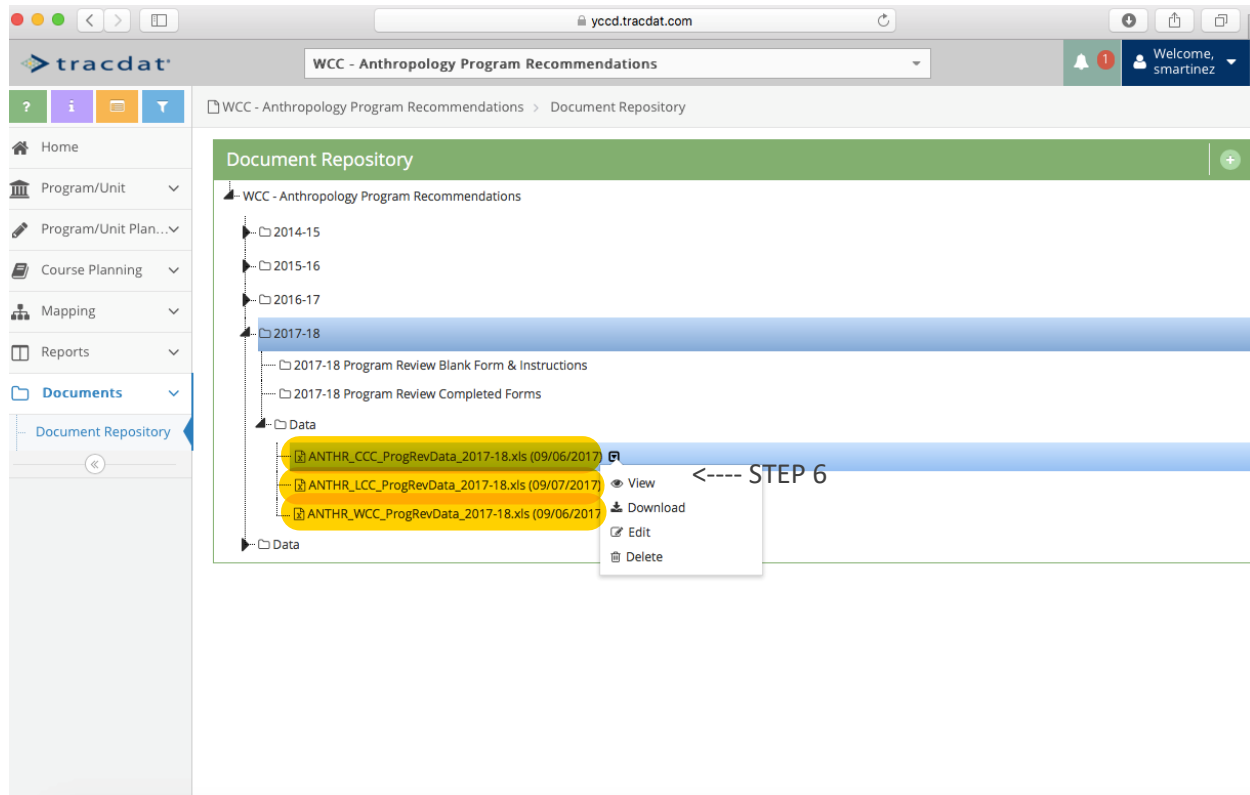


- Step 5: There will be 3 subfolders available titled, “2018-19 Program Review Blank Form & Instructions, 2018-19 Program Review Completed Forms, and Data”.



- Step 6: The **“Data”** folder holds excel files that were produced for the unit. They are titled by campus/location

- CCC_ProgRevData_2018-19 = Colusa, 2012-13 to 2016-17
- LCC_ProgRevData_2018-19 = Lake, 2016-17 only*
- WCC_ProgRevData_2018-19 = Woodland, 2012-13 to 2016-17



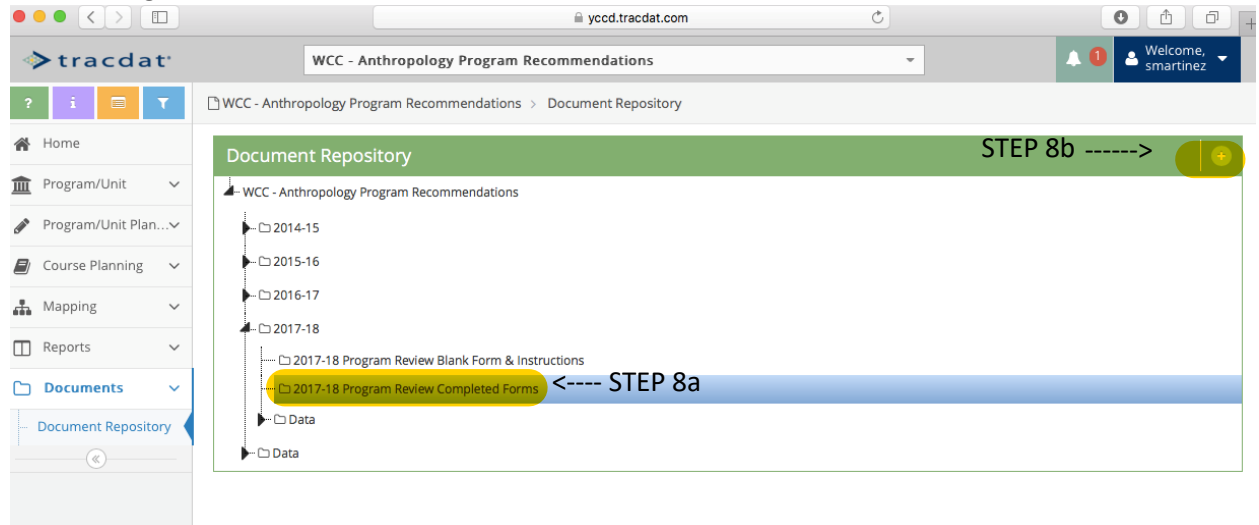
****(Prior years for Lake are under Yuba College. If you want that data for program review, or if you have any questions about your data sheets, contact Dean Siria Martinez; you can just use 2016-17 if you want.)*

- Step 7: Download or view the “Best Practices for a Data-Driven Program Review” pdf inside the **“2018-19 Program Review Blank Form & Instructions.”** Detailed instructions and information about the new process is outlined. A blank program review form will also be included in this folder, if needed.

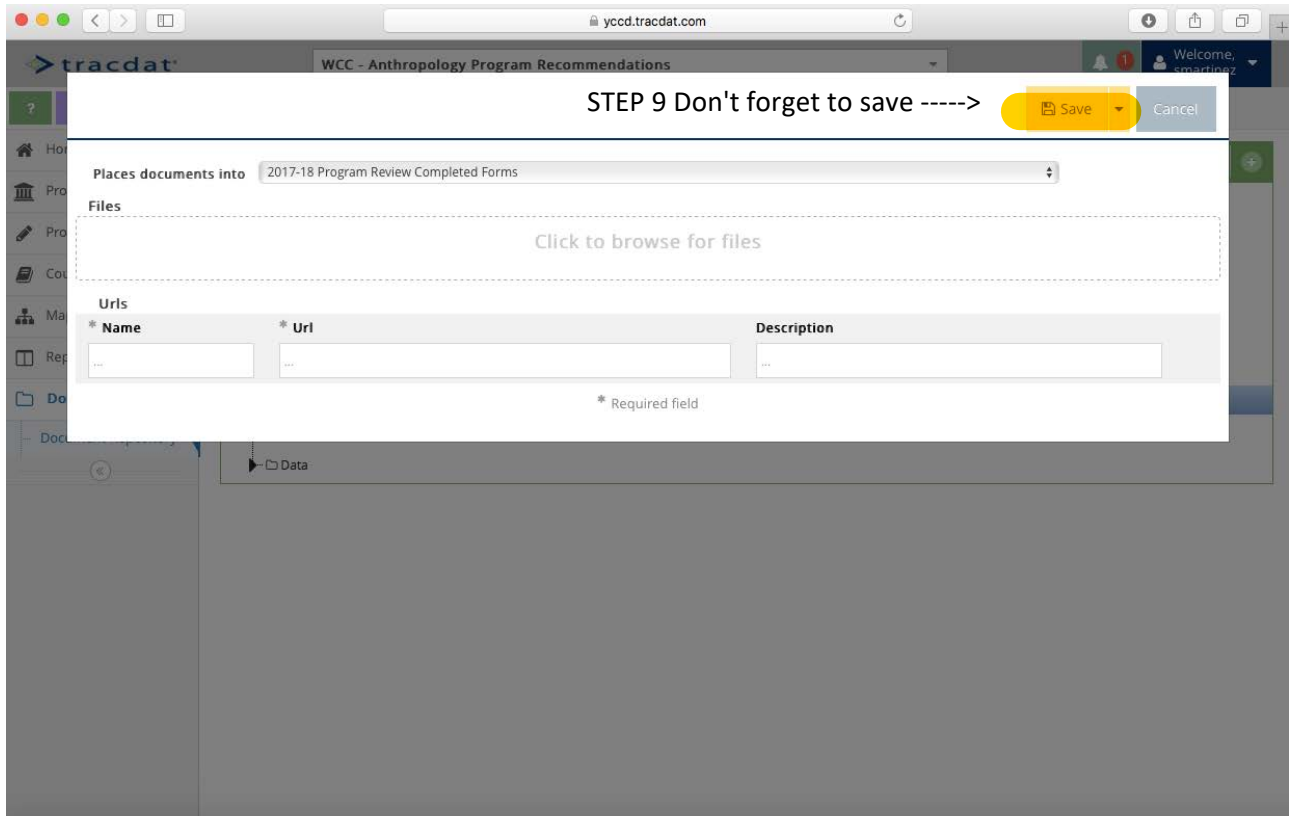
Uploading Your Completed Program Review

- Step 8: When ready to upload the completed form, select the **“2018-19 Program Review Completed Forms”** folder. Proceed by selecting the “+” key which is located on the right hand

side of the green ribbon.



- Step 9: The option to upload a document to this folder will appear. The pop-up box will confirm that you are uploading a document the specified folder, as indicated by “Places documents into”. Click on the files box below that and upload your pdf. Title it “2018-2019_Program Review_Major name” followed by “save”.



- Step 10: The file will be uploaded to its selected folder, followed by a date stamp. This confirms your upload was successful.

The screenshot shows a web browser window at `yccd.tracdat.com`. The application header includes the "tracdat" logo, a dropdown menu set to "WCC - Anthropology Program Recommendations", a notification bell with a red "1", and a user profile for "Welcome, smartinez". The left sidebar contains a menu with options: Home, Program/Unit, Program/Unit Plan..., Course Planning, Mapping, Reports, Documents, and Document Repository (which is currently selected). The main content area is titled "Document Repository" and displays a hierarchical tree structure. The tree shows folders for years 2014-15 through 2017-18. Under the 2017-18 folder, there are sub-folders for "2017-18 Program Review Blank Form & Instructions", "2017-18 Program Review Completed Forms", and "Data". A file named "2017-2018_Program Review_ANTHROPOLOGY.pdf (09/08/2017)" is highlighted in yellow within the "2017-18 Program Review Completed Forms" folder. To the right of this file, a text annotation reads: "<----- STEP 10 - CONGRATULATIONS YOU ARE DONE!".