ENTERING PROGRAM REVIEW CONTENT INTO TRACDAT

STEP 1
Select the appropriate program from the drop-down menu. **NOTE:** Program Review and Planning modules begin with **El Camino: PRP (AA)**

STEP 2
Click on **2017 PROGRAM REVIEW RECOMMENDATIONS (USE FOR 2017 PROGRAM REVIEW ONLY)** to display a screen similar to the one presented below. Each of the components of the program review template will appear.
STEP 3

To begin entering content for any given component of the program review template, click on the Edit icon ...

... and a screen similar to the one presented below will appear. You may “cut-and-paste” the appropriate program review content from another application (e.g., Word), or you may type directly into the text box.

For each component, please enter content from your final Program Review document according to the guidelines below:

<table>
<thead>
<tr>
<th>Program Review Component</th>
<th>Content to enter into TracDat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong>: Overview of Program</td>
<td>Enter the <strong>narrative response to item 1A</strong> (“Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.”)</td>
</tr>
<tr>
<td><strong>Section 2</strong>: Analysis of Research Data</td>
<td>List only the <strong>recommendations</strong> included in <em>each</em> of the respective sections of the document</td>
</tr>
<tr>
<td><strong>Section 3</strong>: Curriculum</td>
<td></td>
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<tr>
<td><strong>Section 4</strong>: Assessment of SLOs and PLOs</td>
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<tr>
<td><strong>Section 5</strong>: Analysis of Student Feedback</td>
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<tr>
<td><strong>Section 6</strong>: Facilities and Equipment</td>
<td></td>
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<tr>
<td><strong>Section 7</strong>: Technology and Software</td>
<td></td>
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<tr>
<td><strong>Section 8</strong>: Staffing</td>
<td></td>
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<tr>
<td><strong>Section 9</strong>: Direction and Vision</td>
<td></td>
</tr>
<tr>
<td><strong>Section 10</strong>: Prioritized Recommendations</td>
<td></td>
</tr>
</tbody>
</table>
**STEP 3 (cont’d)**

Career and Technical Education (CTE) programs will also enter their responses to the **CTE Supplemental Questions** in the appropriate section as indicated below:

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**STEP 4**

Enter the names of the author(s) and contributor(s) to the program review in the **Review and Sign-Off** section.

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**RELATED DOCUMENTS**

For any given component, related documents can be uploaded by clicking the **Related Documents Settings** icon. This feature may be used to attach a document presenting recommendations in tabular format.

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**DOCUMENT REPOSITORY**

Please note that the complete Program Review document will be uploaded to the **Document Repository** in TracDat upon review by the Academic Program Review Committee (APRC) and any revision by program faculty based on committee feedback. Please forward the final Program Review document to the co-Chairs of the APRC (Russell Serr – rserr@elcamino.edu; Linda Clowers – lclowers@elcamino.edu).