

## Directions for entering key elements into TracDat

1. All divisional actions should be linked to a university goal (i.e. further develop and enhance distinctive and rewarding undergraduate, master's and doctoral programs) and goal type (i.e. Academic Excellence) **SEE STRATEGIC GOALS LIST**

Academic Excellence – Goal type

Further develop and enhance distinctive and rewarding undergraduate, master's and doctoral programs (university goal)

Divisional Action: Develop...

2. You may provide information at the divisional level (Academic Affairs, Student Affairs etc. or at the college level or departmental level, i.e. ECOBIT, Housing & Residence Life etc.)
3. All divisional actions should begin with an **active verb** (collaborate, educate, develop etc.)
4. All divisional actions should not be longer than two sentences.
5. Actions – Clear concise action(s) that support the university goal.
6. All indicators of success (means of assessment) – Identify how it will be measured and the expectation of measurement as well as the year of the assessment of the measurement
7. All expected outcomes - can be qualitative or quantitative. You will have the ability to “attach” documents and spreadsheets in the results section. Please limit the text to be no longer than 3-4 sentences.
8. I have included information related to Budget Resources and Results; however, it is not necessary at this time to complete this section. This will be used for future planning of resources past the 2010/2011 year.

## **Example**

1. Enter Goal Type – AE, SDS, CE, MP, EM, CI, RD or USS
2. Enter Goal Number – 1A, 1B, 1C.....8A, 8B
3. Enter Action Name
4. Enter Action Description – Begin with active verb – no longer than 2 sentences
5. Enter Assessment year – what is the time period that we will measure
6. Enter Indicator of Success – WHAT will we measure and HOW
7. Enter Expected Outcome – WHAT is the expected number, %, etc. that is being measured.
8. Budget Resources and Results will be populated at a later time. They are on the spreadsheet only for the purposes that eventually we will enter information.