

Reports for Administrative and Student Support units in Tracdat v.5 (TD5)

The unit Home Page: Login and use the top drop-down menu to select an assessment unit. Review the progress in unit assessment using the table which presents the names of the unit outcomes in the first column, and the number of assessment measures, findings and actions. Click on any blue text to jump directly to that area. A green check generally is good representing progress in assessment, a red flag can mean additional attention is needed (note: in this case the annual report is optional and the flag is OK)

	Administrative Unit Outcomes	Strategic Activities or Measures	Assessment Findings	Action to be Taken	Follow-Up
✓	Community Commitment	1	4	3	0
✓	Enrollment: Residential Communities	1	2	1	0
✓	Student Participation	1	8	3	0
✓	Regional			1	0
✓	Community Service			0	0
	Annual Unit Report	1	0	0	0

The Reports Menu: The left-side menu may not be visible if your window is narrow – select the green icon or widen the window. Select “Reports – Standard Reports” – the only report available is the Four Column

Administrative Unit Reports

[Assessment: Administrative Unit Four Column](#)

This report shows the Administrative Unit Outcomes for each selected Administrative Unit, along with any Strategic Activities or Measures, Assessment Findings, and Action to be Taken for each Administrative Unit Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.

Course Reports

Mapping

The Report configuration page allows changes to the layout, report format, and adds filters to narrow the report – for example to only report on “active” outcomes

The standard four-column report summarizes the outcome, measure, findings and actions. Note that for outcomes related to the strategic plan it is important to include the strategy number as a key to the reader (the items is linked in TD5 as well but that doesn't help the report reader). Findings should be accompanied by an Action, documenting our use of available assessment data to make good institutional decisions and to advance student learning, opportunity and achievement.

Filter

Outcome Status Active x

Active

Inactive

[Use filters to narrow](#)

Assessment: Administrative Unit Four Column



[You can rename this report and add a subtitle](#)

Cabinet Assessment (VP-ESSA) - Campus Life

Mission Statement: The Campus Life Office seeks to actively engage students in their own learning and development.
Assessment Contact: Scott A. Korb
 Director of Campus Life & Housing
 906-635-2032
 skorb@lssu.edu

[Enter the mission and contact in the "General Information" section left-menu under Admin. Unit](#)

Administrative Unit Outcome	Strategic Activities or Measures	Assessment Findings	Action to be Taken
<p>Community Commitment - 1.4 Campus Life supports institutional initiatives that foster and strengthen organization member commitment through co- and extra-curricular activities. Outcome Status: Active Critical Outcome: 1.4 Member Commitment</p>	<p>Strategic - Activity or Event - Campus Life will foster and promote increased student participation at co-curricular and extra-curricular events through the use of enhanced and targeted communications and incentives (prizes, extra credit). Event sponsors will be asked to record attendance. Goal/Criterion: Annual Report on student participation at co- and extra-curricular events will summarize and analyze the impact of these events on campus community. Timing & Notes: Increase in attendance at events (e.g., larger student crowds at athletic events, activity board events and special events tied to academic or diversity activities) Investigate if data was collected for 2011-2012 budget allocation through Campus</p>	<p>Finding Reporting Year: 2014-2015 Performance Target Met: Yes Refer to activity opportunities on 3.2. (01/17/2015) Finding Reporting Year: 2014-2015 Performance Target Met: No The Student Assembly consists of 7 student organizations that are provided funds from fees collected (SAM Fee) by LSSU students. The students in these organizations are responsible for funds that total around \$250,000 per year. See attached narrative (01/17/2015) Related Documents: Community Commitment 1.4 Campus Life.docx Student Assembly Meeting Minutes 2014-2015 THE RAY CAS follow a SUPERIOR programming model. See attached narrative re: Prior to the SUPERIOR model</p>	<p>Action to be Taken: Find funds to help with the cost of the summit. Create a leadership series that will allow small sessions throughout the year to help the leaders stay on track. (01/17/2015)</p>

[This outcome is linked to the Strategic Plan - including the Strategy number 1.4 highlights this in the report](#)

[Related documents expand on the narrative finding and provide additional evidence supporting our unit outcome](#)

[Including an Action shows that we are using our assessment to make good decisions to impact our core values](#)

Saving your Reports for later: Download your report, the default format is a PDF file, and that can be uploaded to your document repository to archive your record, and to make it available as a related document for subsequent reports. From the left-side menu select Documents-Document Repository. Add a new document using the green plus indicator.

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Assessment_ Administrative Unit Four Col	add a custom description here then it is added here

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