



TracDat 2008-09 Project Timeline

Project Name: TracDat Implementation
Department: All Ferris programs reviewed by Academic Program Review Process
Focus Area: Programs, General Education, and Multi-Section Courses
Prepared By: TRACDAT Advisory Team

The following is offered as a preliminary guide for the University in general. Some programs will likely progress faster than the suggested sequence below. College leaders will monitor the implementation for their areas of responsibility and report on any factors inhibiting their ability to meet the suggested dates below. This calendar includes only the current academic year.

Target Completion Date	Description		
	Program-Level Information	Course-Level Information	Academic Affairs
9/15/08	Confirm that all programs are entered into TracDat and on security form		
10/30/08	Most recent specialized accreditation reports attached as documents (Office of Academic Affairs plus Colleges)		
11/01/08	Program Review Reports attached to programs as Documents for at least two most recent cycles		
11/20/08	Colleges work on refining outcomes and plans.	Colleges work on refining outcomes and plans.	
12/10/08	All Program Outcomes and Assessment Plans Entered, including General Education		
12/20/08	All Academic Affairs Unit Assessment Information Complete (see preliminary		

	form – additional fields may be added in December.)		
1/10/09			AA will produce “official” program assessment plans for 08-09.
4/01/09		Colleges Articulate Multi-section and Gen Ed Course Outcomes in Master Course Syllabi/Outlines in Preparation for Entry to TracDat	
04/15/09		Assessment plans entered for all multi-section courses, including any included in General Education	
05/15/09			AA will produce official Course assessment plan reports for 08-09 and submit for review by AA and AAAC
06/01/09	Each program (including general education) will enter results for at least one outcome		AA will produce annual replacement YAR report.
06/20/09			AA will produce Program Results Report for Academic Affairs (AA) archival files and review for feedback by AA and Academic Affairs Assessment Committee (AACC)

NOTE 1: Important Fall due date to note: All program outcomes and assessment plans must be entered by December 10, 2008. Program assessment plans will be printed on December 15 as the official record of program assessment plan status on that date.

NOTE 2: This calendar is designed to accomplish having all program information and as much course information as possible is entered and available for use by the Colleges to maximize the amount of information available at the time that the final version of the Higher Learning Commission self-study is being written.

NOTE 3: When it is helpful to courses and programs to enter prior years' data, this is encouraged. However, because Tracdat is being implemented during the 2008-09 academic year, no expectation exists for programs to go back to enter previous data except for the inclusion of prior academic program reviews and specialized accreditation reports that will be facilitated through the Senate and the Office of Academic Affairs.