

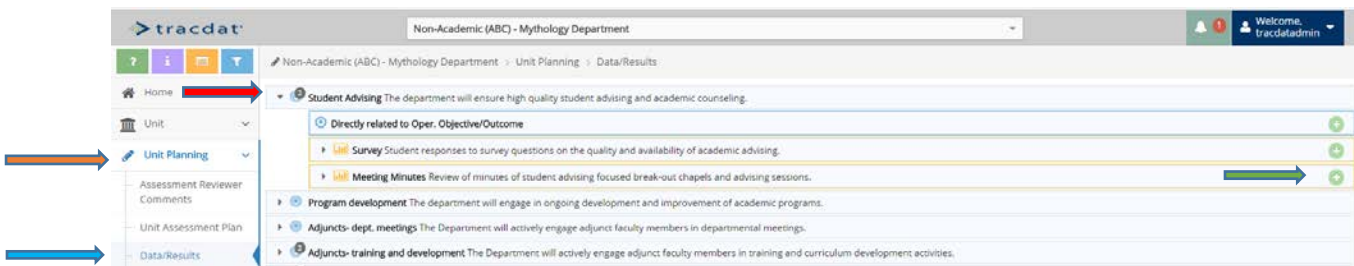
ENTERING BUDGETARY NEEDS IN TRACDAT

TracDat allows budgetary needs to be linked to program or unit assessment processes, providing justification for that budgetary need.

It is important that budgetary needs entered into TracDat include an explanation of how the requested funds will help to improve the program, office, or service.

FOLLOW THESE STEPS to enter a budgetary need in TracDat:

1. Open your TracDat unit. Click on Unit Planning, then on Data/Results.
2. Click the triangle beside the SLO or OO where you will be entering assessment data and budgetary needs:



3. Click on the green + sign beside the assessment tool you are using. This will open the assessment data entry window:

A screenshot of the data entry window for the 'Meeting Minutes' assessment tool. The window title is 'Student Advising The department will ensure high quality student advising and academic counseling.' Below the title, there are fields for 'O/O Assessment Cycles: 2014, 2016' and 'O/O Entered: 01/02/2015'. The main content area contains the following information:

- Meeting Minutes** Review of minutes of student advising focused break-out chapels and advising sessions.
- Achievement Target** Minutes of departmental advising sessions and events will show evidence of effective academic counseling.
- Data/Result Date:** 05/10/2017
- Data/Result:** Only four students came to our break-out chapel, limiting opportunities for student advising.
- Reporting Period:** 2017
- Achievement Target Met:** No
- List any budgetary needs discovered and approximate amount requested:** \$200 for better donuts- the ICS department provides donuts, coffee, and occasionally kolaches which has dramatically increased their attendance.

A green arrow points to the 'Save' button at the top right, and a blue arrow points to the budgetary needs text box.

4. Enter your assessment data for the period followed by any budgetary needs- type them in the appropriate data entry box along with an explanation of how the funding might improve the program, office, or service. CLICK SAVE then Return.

Budgetary needs for programs might include new software or technologies, funds for attendance at faculty development seminars, or services that improve interaction with adjunct/off-campus faculty.

Budgetary needs for offices/departments will vary based on their service.

***Note-** Budgetary needs are not the same thing as improvement plans. Improvement plans should be something your program/department can accomplish not dependent on requested funding.