

# Middle States Suggestions - Instructions for Entering Annual Progress Updates

I. Please use Internet Explorer 7.x for entering the progress updates.

Dear <unit head> ,

[2011-2012 Middle States Progress Updates - <your uni>](#)

Please be reminded that the 2011-2012 Middle States Suggestions progress updates are due on March 5, page prepared uniquely for your office. Attached are the instructions for entering the status. Please fam before you begin the process.

When you are ready to enter your updates, please click the link below and log onto the site with your My the attached instructions to complete the process.

<http://cms.montgomerycollege.edu/edu/Departmentcas.aspx?id=>



Figure 1

- II. Locate the **web link in the email** you received from Middle States Self-Study account. The link opens to your secured Unit Page. You need to provide your **MyMC ID and password** to access the site. See Figure 1.
- III. Upon successful login into the secured site, verify the name of your office on the web page(Figure 2 below). The web page displays only the Middle States information that is pertained to your office.

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## Middle States Self-Study at Montgomery College

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### Unit Page for the Office of the Vice President for Planning and Institutional Effectiveness

The Office of Vice President for Planning and Institutional Effectiveness is either solely responsible or has partnered with other office(s) to oversee the progress for the following Middle States suggestions.

When multiple offices are assigned to the same suggestion, an asterisk\* will indicate which one is the Primary Office or the office that has the administrative rights to enter the progress updates into the application called TracDat. The deadline for progress updates is March 11, 2011. (See SVP's Memo for details.)

Standard 1: Mission and Goals

Office Responsible	Suggestion from 2008 Middle States Self-Study Report/Visiting Team Report	Status
VPIIE	(MSCHE) The College should continue to periodically review its goals and objectives to ensure their clarity and completeness.	<a href="#">click here</a>
VPIIE	Revisit the current mission statement, particularly regarding the following: 2. More clearly relate goals and objectives to the principle of "Our Spirit"	<a href="#">click here</a>

Figure 2: unit page

- IV. When multiple offices are assigned to the same suggestion, an asterisk (\*) will indicate which office has the administrative rights (or Primary Office) to enter the progress updates into the application called TracDat.
- V. If your office is solely responsible or is the Primary Office for a Middle States Suggestion, the rightmost column will contain an active link labeled '[click here](#)'. Each link opens to ONE specific Suggestion. *If your office is not the Primary Office, the rightmost column will be blank and no action is needed from your office.*

- VI. Locate a Middle States Suggestion on the Unit Page and click the active link **'click here'** to open the TracDat data collection screen (Figure 3 below). [**Important:** If a browser pop-up dialogue box comes up asking for permission to open the page, select the button "Allow".] Maximize the TracDat screen.

Figure 3: TracDat data collection page

- VII. Upon the opening of the TracDat progress update collection page, verify the information on the screen:
- Verify the Middle States standard (use the vertical scroll bar to see the full text.)
  - Verify the Recommendation and the Office Responsible.

**Once the information is verified, enter the progress updates in the following 5-step sequence:**

- At the **'Comment'** box, enter the progress updates. Please provide a summarized and succinct comment.
- At the **'Comment Type'**, select one option from the drop-down menu that identified the progress of the year:
  - Satisfactory - The office is satisfied with the progress for this suggestion over the past year
  - Concern - The office has concern for the suggestion [You can provide the reasons at the 'Comment' box.]
- At the **'Recommendation Status'**, provide a selection that best summarizes the overall status for the suggestion:
  - Closed – this suggestion is closed but not completed due to reasons cited in the Comment box. No further action will be taken
  - Completed – this suggestion is completed and no further action will be taken
  - In Progress – this suggestion is progressing towards the target
  - Not Started – No action has been taken. Provide reasons at the Comment box
- Enter **Contact Information**. (This is the name and contact info of the person who can address or clarify the comment entered.)
- Click the **'Save Changes'** button to save the data. You have just successfully entered the progress updates!!! Close the screen [click the x at the upper right hand corner] and return to the Unit Page.

Repeat instructions on this page to enter comments for any additional Suggestion OR to edit a comment.



**VERY IMPORTANT:** After Save Changes, disregard the 'Mark Assignment as Completed' button on the TracDat screen. Do **NOT** press the button, or the system will lock the comment and prevent any future access or editing.

Please email: [MiddleStatesSelf-study@montgomerycollege.edu](mailto:MiddleStatesSelf-study@montgomerycollege.edu) or contact the Office of Planning and Institutional Effectiveness x74067 for any questions. Thank YOU.