

## Inactivating a Recommendation in TracDat

The screenshot shows the TracDat interface for editing a recommendation. The 'Selected Unit' is 'WCC - Sociology'. The navigation tabs are 'Home', 'Program/Unit', 'Program/Unit Recommendation', 'Status', 'Reports', and 'Documents'. The 'Program/Unit Recommendation' tab is active, and the 'Recommendations' sub-tab is selected. The breadcrumb trail is 'Recommendations > Program/Unit Recommendation > Recommendations > Edit Recommendation'. The form fields are:

- Recommendation Name: \* Add prerequisites to Sociology classes.
- Recommendation: \* Data compiled by the institutional researcher at the request of discipline faculty suggest that a prerequisite of ENGL 51 (or higher) would be beneficial to students. (See data below.) Given the state and district focus on student success and the challenge to Title C Institute student with degree, it is suggested...
- Year(s) Requested: 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017
- Recommendation Priority: 3. High Priority
- Request Date: 1/31/2014
- Inactive Date: (highlighted with a green circle)
- Supporting Evidence (SLO, WSCH, etc.): \* The most recent data (Fall 2008-Spring 2013) show that the success rates for Socil 2, 5, 6, 8, and 10 vary significantly by level of English passed. Overall, of students who have not passed ENGL 51 (1 level below transfer), success rates...
- Evaluation Plan: \* Once in place, prerequisites will need to be reviewed by the Curriculum Committee for validity on a regular cycle. Discipline faculty will also monitor the success rate of the courses with new prerequisites; look for evidence of...

To inactivate a recommendation,

1. Go to "Program/Unit Recommendation" parent tab *[blue arrow]*
2. Go to "Recommendations" sub-tab *[yellow arrow]*
3. Enter in the date the recommendation was inactivated *[green circle]*

To justify *why* the recommendation was inactivated,

1. Go to "Status" *[red circle]*
2. Enter text explaining why the recommendation is being inactivated in the "Status" box
3. Select "Recommendation Inactivated/Discontinued" from the Recommendation Progress dropdown box.