Welcome to the PASA Web Manual. The Performance Accountability System Application (PASA) was designed to make it easy and effective to evaluate the performance and improvement needs of your technical college’s programs.

Please note the system requirements and initial setup before running PASA for the first time.
Software Requirements
PASA has the following software requirements.

Windows Browsers:
- Firefox version 3.5, 3.6, 4, or 5+ (RECOMMENDED)
- Google Chrome version 10, 11, or 12+
- Internet Explorer version 9+

Mac Browsers:
- Firefox version 3.5, 3.6, 4, or 5+
- Google Chrome version 10, 11, or 12+
- Safari version 5+

Disable pop-up blockers when using PASA.

Windows Operating Systems:
- XP
- Vista
- Win 7

Mac Operating Systems:
- OS X 10.4, 10.5, 10.6, or 10.7

Shortcut to Desktop
It is recommended that you create a shortcut on your desktop to the PASA web application. To do this, open your browser, go to <pas.tcsg.edu>, and then click File -> Send -> Shortcut to Desktop.
Logging into the Software

To log into PASA, first open your browser. Now type “pas.tcs.g.edu” (without the quotes) into the address bar – note that there is no www – and hit the enter key or the go button.

Figure 1: PASA Login Page
PASA Registration

![PASA Registration Form](image)

Figure 2: PASA Registration

When the website loads, locate the "Register" link. Click it and follow the prompts for completing the registration process. Fill out the Registration Form, the required information is:

- **User Name** *(user defined)*
- **Email Address** *(your school email address)*
- **Password** *(user defined)*
- **Confirm Password** *(same as above)*
- **College** *(choose your college from the drop down list)*
- **Display Name** *(user defined)*
Once you have registered, an email will be sent to the PASA administrator. You will receive a confirmation email once your account has been authorized.

Return to the website and locate the “Login” link. Enter your password and login. This will take you to your Profile page. You will be required to complete your PASA Profile. There are four (4) required fields: College, Prefix, First Name, and Last Name.

Figure 3. PASA Profile Page
Navigating the Software
You will notice navigation links in the upper right corner of the Web page. The options are: PAS, Reports, and Colleges in addition to the Welcome page.

Each one of these links has a drop down sub menu.

**PAS**
- Assessment
- Labor Market Analysis
- Planning
- MRR requests

**Reports**
- Standard Measures Summary Report
- Performance Metrics Summary Trend Report
- Planning Reports
- MRR Reports

**Colleges**
- College Name

**Performance Accountability System Overview**
Clicking the word PAS in the menu takes you to the Performance Accountability System Overview page. There you will see a short statement about PAS as well as links to the four areas covered in the PAS system (same as the drop down links).

The four links are:

Assessment

Labor Market Analysis

Planning

MRR Requests

Figure 5: Performance Accountability Overview page.
Assessment Start Page

Clicking the Assessment link takes you to the Assessment Start Page. The Level I analysis of programs must be conducted annually for each program group. Level I is composed of program group standard measures (CS-2, CS-3, CS-5, and CS-6).

First, click the link for Program Group Measures.

Figure 6: Assessment Start Page
**Program Group Compliance Metrics (CS-2, CS-3, CS-5, CS-6)**
Clicking the Program Group Measures link takes you to the PAS Program Group Selection Page. You will then need to select a program group. All program groups must be evaluated each year.

On the Program Group Selection form there is a dropdown box, listing all program groups for the current evaluation year. Select a program group.

For this example, select Accounting and move to the first compliance measure by clicking the Next>>> button..

*Figure 7: Program Group Selection*
STANDARD MEASURES

CS – 2 Program Structure / Curriculum
The first standard measure is CS-2, Program Structure / Curriculum. This standard deals with major codes. The basic format of all the compliance metrics is the same.

Figure 8: CS-2 Program Structure / Curriculum

Each metric will have a Standards Statement, References, Evaluative Criteria, and Documentation. If the program group meets the criteria and you have the documentation, click Yes. If the group does not meet the criteria or you do not have the documentation, click No. If the measure does not apply at your college, select the NA radio button.

After you have answered the metric, click the NEXT>>> button to go to the next measure.
**CS - 3 INSTRUCTIONAL CONTENT**

After clicking *NEXT***, you will be taken to CS-3, Instructional Content. There are five sections. Each section of the measure must be verified. By clicking **Yes** on these sections you are saying that the courses in this program cover the state standard course competencies.
Figure 9: CS-3 Instructional Content
Once you have answered each section click NEXT>>> to go to the next measure - CS-5, Advisory Committee.

**CS - 5 ADVISORY COMMITTEE**

One of the hallmarks of TCSG is the involvement of business and community leaders. This is institutionalized in CS – 5 which deals with program advisory committees.
Figure 10: CS – 5 Advisory Committee

Answer each of the three sections and click the NEXT button, you will be taken to the last of the standard program measures: CS-6, Health, Safety, and Security.
CS - 6 HEALTH, SAFETY AND SECURITY
The Technical College System of Georgia (TCSG) and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors.
By answering this question affirmatively, the program has reviewed their areas for the safety and health of the students.
CS-6: HEALTH, SAFETY, AND SECURITY

PROGRAMMATIC

CORE

CS-6: HEALTH, SAFETY, AND SECURITY

Accreditation:

The physical facility, equipment, and supplies of the degree, diploma, and technical certificates of credit programs provide a safe and healthy environment for students and staff.

Evaluation Criteria:

a. Each degree, diploma, and technical certificate of credit program must meet or exceed applicable local, state, and federal health and safety standards.

b. Proper health and safety practices are developed, implemented, and integrated into the degree, diploma, and technical certificate of credit programs. Credit approved health and safety plans, including the Emergency Operations and Safety Plan, Exposure Control Plan, and Hazard Communication Program Plan, with associated Hazardous Chemical Lists, are available and posted appropriately.

MEASURE #1: YES, UND, NA

Figure 11: CS-6 Health and Safety
After CS-6, you will be taken to the PAS Measures Verification screen. If you answered No to any standard measure, then a Standard Corrective Action Plan is mandatory.

**Standard Corrective Plans**

The Standard Corrective Plan Form is where you will indicate how you will bring the standard into compliance.

![Standard Corrective Plan Form](image)

*Figure 12: Standard Measure Corrective Plan Screen.*

Look at the summary report table above the form for the program standards that were not met (or documented). Describe how you will work on compliance with these standards.

You can use Ctrl-C to copy text from any program in windows and Ctrl-V to paste it into your document.
You can use the **Submit** button to save your work and remain in the document, the Submit button will return you to the Corrective Plan to return to the previous menu after saving. If you exit out of this screen without submitting or use the back button in your web browser, you will lose all your work.

**Labor Market Analysis**
The second component is the Labor Market Analysis. The Labor Market Analysis page outlines the reasons and content of community data. A full needs assessment should contain a labor market analysis, an employment demand data report, and program advisory committee suggestions and/or recommendations. The system office has access to the EMSI economic modeling reports and we will post Labor Market Analysis and Employment Demand reports for your service areas in your college folders on this web site. These reports will be posted once a year before the beginning of the Fall Semester.

**Planning and College-wide Measures**
The third component of PASA is Planning Measures.

**Planning Measures**
Planning is a collaborative activity building on input from all staff, long-range plans, and a thorough analysis of the current situation. Planning is the key to improving quality, customer satisfaction, and high performance. Strategic and improvement planning are founded on broad-based participation. There are various statewide and institutional planning initiatives that may be tracked in PAS. Each one of them has their own reporting requirements. While you will not be required to submit all of the plans through the PAS application, you will document your compliance with the reporting requirements in PAS.
Planning Document
To confirm your compliance you will check the appropriate radio button for each plan.

Yes, if you have submitted the plan the last time it was due
No, if you have not submitted the required plan.
NA, if the plan does not apply to your college.

There is an “Other plan” textbox to document plans not included in the radio button list.

College-wide Standard Measures
There are three college-wide standard measures. These are answered once each year for the whole college. To answer the college-wide standard measures, from the Assessment Start Page, click on the link, “Click here for College Wide Measures.” The Work Ethics Model Selection Page will load in your browser.
Which link you click will depend on what Work Ethic Model your college employs. If you are using the TCSG developed Uniform Work Ethic Model click the first link. For institutionally developed plans, click the second link.

This will take you to the measure screen for **CS-4 (or CS-4(i) College-wide Work Ethic):**
Figure 15. Uniform Work Ethic Model
Figure 16. Institutionally Developed Work Ethic Plans page.

Completing the Work Ethic measure and clicking NEXT>>> will take you to CS-1, Admissions.
Figure 17: CS-1 College-wide (Admissions)

As with other standard measures, if you meet all evaluative criteria and have the related necessary documentation click **Yes**. If not, click **No**. **N/A** is reserved for Technical Divisions when USG regulations do not allow them to follow TCSG standards.

Remember that you can use the scroll bars to read all the evaluative criteria and documentation. After answering CS-1, click **NEXT>>>** to go to CS-7, Warranty.
CS-7, College-Wide (Warranty):

Figure 18: CS-7 Warranty

After answering CS-7, you will be taken to the Planning Measures page.
Figure 19. Planning Measures page.
Major Repair and Renovation Requests (MRR)
The fourth component of the Performance Accountability System is the MRR requests. These are part of the budgeting process. MRR requests address those needs identified through the internal analysis and improvement planning process. A college receives state funding annually for continuation of current programs, services, and administration. The Facilities Management Division at TCSG is responsible for the Capital Outlay Process. However, the Accountability and Institutional Effectiveness Unit facilitates the collection of MRR projects through the PAS application.

The MRR Item Request Entry Form:
Instructions for completing the MRR data entry:

There are ten items on the Request Entry Form:

**Priority** – Starting point for entering data into the MRR table. Rank your projects from 1 to 5, with 1 having the most urgency and 5 having the least urgency.

** BLLIP Number** – Building, Land and Lease Inventory of Property (BLLIP) is used in the State of Georgia repository of assets. See the website, http://www.realproperties.org/bllip/Home.do

**Campus** – Starting point for entering data into the table. A dropdown list has been provided for this column to aid the data entry process. Click the cell just below the column heading. Click the Down arrow to access the list of campuses for your institution.

**Building** – Another dropdown list with your institution’s buildings has been provided to assist data entry. Click the building to enter it into the table. Any buildings not on the list should be sent to the PAS Website Administrator for inclusion in the form.

**System** – A list of system codes is provided as a dropdown list to associate the project in the TCSG budget areas. Refer to the table below for codes and descriptions.

**Description** – Items requested should be sufficiently described. There is a 255 character limit to this field.

**Quantity** – Number of items associated with the project.

**Cost** – Dollar cost of the project.

**Quote** – Please indicate whether the cost of the project was submitted by a vendor or whether it was generated from the college’s internal research.

**Year** – The fiscal year when the project is scheduled to be active.

### System Codes

<table>
<thead>
<tr>
<th>System</th>
<th>System Code</th>
<th>System Category</th>
<th>System Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A20 Basement Construction</td>
<td>A20</td>
<td>Basement Construction</td>
<td>Include but not limited to basement walls (A2020) and slabs on grade (A1030).</td>
</tr>
<tr>
<td>B10 Superstructure</td>
<td>B10</td>
<td>Superstructure</td>
<td>Identify primary structural system and report any obvious or visible deficiencies.</td>
</tr>
<tr>
<td>B20 Exterior Enclosure</td>
<td>B20</td>
<td>Exterior Enclosure</td>
<td>Include but not limited to the exterior facing and closure of a facility, such as exterior walls, soffits, exterior windows, and exterior doors. Include but not limited to any loading docks which make up the exterior wall system, and categorize as part of UNIFORM.AT II Category E 1030</td>
</tr>
<tr>
<td>B30 Roofing</td>
<td>B30</td>
<td>Roofing</td>
<td>Include but not limited to roof coverings and insulation, expansion joints, together with skylights, hatches, ventilators, and required trim.</td>
</tr>
<tr>
<td>C10 Interior Construction</td>
<td>C10</td>
<td>Interior Construction</td>
<td>Include but not limited to visible structure related to interior construction elements of fixed, demountable, retractable, movable and operable partitions, interior windows and storefronts, and interior doors. This category excludes wall finishes.</td>
</tr>
<tr>
<td>C20 Stairs</td>
<td>C20</td>
<td>Stairs</td>
<td>Include but not limited to visible stair components, such as treads, risers, landings handrails and balustrades, and the finishes to these elements.</td>
</tr>
<tr>
<td>C30 Interior Finishes</td>
<td>C30 Interior Finishes</td>
<td>Include but not limited to wall finishes, floor finishes, and ceiling finishes.</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>D10 Conveying</td>
<td>D10 Conveying</td>
<td>Include but not limited to passenger and freight elevators, escalators, conveyors, chutes, and other conveying equipment such as hoists and cranes.</td>
<td></td>
</tr>
<tr>
<td>D20 Plumbing</td>
<td>D20 Plumbing</td>
<td>Include but not limited to plumbing fixtures, domestic water distribution, water supply, sanitary wastes systems, rain water drainage systems and other special piping systems and equipment within the building.</td>
<td></td>
</tr>
<tr>
<td>D30 HVAC</td>
<td>D30 HVAC</td>
<td>Include but not limited to equipment, distribution systems, and energy supply systems required to provide heating, ventilating, and air conditioning within a building.</td>
<td></td>
</tr>
<tr>
<td>D40 Fire Protection</td>
<td>D40 Fire Protection</td>
<td>Include but not limited to standard fire protection systems, including sprinklers and standpipes, and fire protection specialty standpipes, water supply equipment, and piping.</td>
<td></td>
</tr>
<tr>
<td>D50 Electrical</td>
<td>D50 Electrical</td>
<td>This category includes but not limited to electrical devices that are required to deliver the main source of power to the facility and to distribute this power to subpanels and includes but not limited to lighting systems, including light fixtures and devices. It also includes but is not limited to lightning protection and generators.</td>
<td></td>
</tr>
<tr>
<td>E10 Equipment and Furnishings</td>
<td>E10 Equipment and Furnishings</td>
<td>Include but not limited to Loading Dock Equipment (E 1033) only.</td>
<td></td>
</tr>
<tr>
<td>G20 Site Improvements</td>
<td>G20 Site Improvements</td>
<td>Include but not limited to Parking Lots (G 2020) and Pedestrian Paving (G 2030) only.</td>
<td></td>
</tr>
<tr>
<td>A10 Foundations</td>
<td>A10 Foundations</td>
<td>Include but not limited to standard and special wall and column foundations, foundation walls, pilings, caissons, and concrete slabs-on-grade.</td>
<td></td>
</tr>
<tr>
<td>D3060 HVAC Controls and Instrumentation.</td>
<td>D3060 HVAC Controls and Instrumentation.</td>
<td>Self-Explanatory</td>
<td></td>
</tr>
<tr>
<td>D5090 Other Electrical Systems.</td>
<td>D5090 Other Electrical Systems.</td>
<td>Self-Explanatory</td>
<td></td>
</tr>
<tr>
<td>E1032 Parking Control Equipment.</td>
<td>E1032 Parking Control Equipment.</td>
<td>Self-Explanatory</td>
<td></td>
</tr>
<tr>
<td>E1039 Other Vehicular Equipment.</td>
<td>E1039 Other Vehicular Equipment.</td>
<td>Self-Explanatory</td>
<td></td>
</tr>
</tbody>
</table>
REPORTS
Clicking the word “Reports” in the menu takes you to the reports page which has links to four reports. The four links are:

- Standard Measures Summary Report
- Performance Metrics Trend Report
- Planning Reports
- MRR Reports

![Figure 21: Reports and Document Library](image)

COLLEGES
The PAS application has a page for each college with a Document Library and File Upload form. In here you will find all of the related reports for PAS, such as previous years’ Trend Reports.
In the end

Once you have completed your PAS analysis, your President and Vice President of Academic Affairs must submit acknowledgement of the completion of PAS.
President’s Signature Page
Click Submit and the signature page will open in a new window. Print the form and have an original signed copy mailed to:

Dr. Marjorie C. Kuezi-Nke
Executive Director Accountability and Institutional Effectiveness
1800 Century Place
Ste 400
Atlanta, GA 30345

You are now finished. You may log out of PASA.